

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
February 11, 2015

The 296th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chairman Gilbert Yerke at 3:15 p.m. on Wednesday, February 11, 2015, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Michele DeYoe, Joan Francoeur, Fred Muenkel, Larry Nelson, Kathleen Novack, Robyn Turtenwald, Rev. Stephen Welch, Gilbert Yerke

Excused Absence: Terry Jannsen, Lillie Wilson

Staff Present: Kristin Silva, Lori Rutzinski, Christina Brockish, Waukesha County

Guests: Kimberly Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Gilbert Yerke at 3:16 p.m. with a quorum of the Board present.
- II. On a motion by Michele DeYoe and seconded by Rev. Stephen Welch, the minutes from the January 14, 2015 meeting were unanimously approved.
- III. No Public Comments were heard.

Staff comments: Kristin stated there was a technical assistance training for municipalities and current sub grantees for public facilities and improvements applications. The meeting was well attended with many follow-up questions.

Our new website is scheduled to be completed by the end of next week and the applications will all be available there.

- IV. Kristin reviewed the Financial Status Report, many of the prior year projects have either been extended or completed.

Joan Francoeur updated the Board on the progress that the City of Waukesha has made to spend down their CDBG grants. They are working on closing out the open projects.

Kristin stated that the City of Waukesha's HRAP program will be phased out because their Lead grant is completed. They may return 2015 HRAP funds.

- V. On a motion by Michele DeYoe and seconded by Larry Nelson, the Board unanimously approved reallocating the following to unallocated:
 - a. 2013 Town of Waukesha – Audio System \$77.79
 - b. 2013 Village of Big Bend – Nevins Park ADA \$2,026
 - c. 2012 Village of Mukwonago – Downtown Redevelopment \$10,150
 - d. 2012 City of Brookfield – Building Façade \$35,414

- VI. On a motion by Larry Nelson and seconded by Kathleen Novack, the Board unanimously approved extending the following contracts:
- a. 2014 Habitat for Humanity – Building Futures \$39,914.43 extend to 6/2015
 - b. 2014 City of New Berlin – Affordable Housing Marketing Materials - \$3,600 extend to 6/2015
 - c. City of Waukesha
 - i. 2014 Historic Springs \$20,000 extend to 12/2015
 - ii. 2013 Landmark Paint & Repair \$900 extend to 6/2015
- VII. On a motion by Michele DeYoe and seconded by Rev. Stephen Welch, the Board denied the out-of-cycle application for the Town of Delafield for ADA Door Openers. The project is ineligible because construction has begun already without an environmental review.
- VIII. Kristin talked about the updates to the Citizen Participation Plan, which is a HUD-required plan. The policy regarding a substantial amendment requires that a 30-day public comment period be held for substantial funding allocation changes made by the Board during the year. The percentage that the Board assigns to be considered a substantial amendment is important because any funding changes beyond that will be subject to the public comment period. Kristin researched other communities and 25% seemed to be the average, although it varied. A discussion was held by the Board regarding the percentage.
- On a motion by Michele DeYoe and seconded by Rev. Stephen Welch, the Board unanimously approved the revision to the 2015-2019 Citizen Participation Plan.
- IX. Kristin stated that the application process will be from February 25, 2015 – March 25, 2015. She reviewed the 2016 CDBG and HOME Allocation and Annual Action Plan Process which was included in the Board packet.
- Kristin reviewed the revised application for municipalities. There is a section for the municipalities to indicate which impediments to Fair Housing they are addressing. All municipalities that want to remain eligible for CDBG funds will need to sign a new Mutual Cooperation Agreement which includes Fair Housing language.
- A discussion was held to determine if there should be a minimum grant award for all applicants. On a motion by Robyn Turtenwald and seconded by Michele DeYoe, the Board approved a minimum grant award of \$5,000 with Gilbert Yerke opposed.
- A discussion was held regarding the applicant interviews to determine if that process should be changed. After the discussion, the Board decided to continue to invite all applicants for an interview. Larry Nelson suggested discussing the process again at the June Board meeting.
- X. On a motion by Kathleen Novack and seconded by Robyn Turtenwald, the meeting was adjourned at 4:37 p.m.

Respectfully Submitted,



Gilbert Yerke